

## TRAVEL PROFILE

This form will provide your travel coordinator with all of the basic information needed for your travel at NPS, eliminating the need for submitting the information each time you travel in the future. Modifications to your profile will be accepted at any time.

Social Security #: \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Status (check one): Civilian: ☐ Officer: ☐ Enlisted: ☐

Title at NPS: \_\_\_\_\_ Rank/rate: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Curriculum (Students): \_\_\_\_\_

Gender: Male: ☐ Female: ☐

Home Phone #: \_\_\_\_\_

Service (Military): \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Work Fax #: \_\_\_\_\_

Miles to Airport from Work Address: \_\_\_\_\_

Unit Identification Code (UIC): \_\_\_\_\_ (NPS is 62271)

What is your frequent flyer #? \_\_\_\_\_ Airline: \_\_\_\_\_  
\_\_\_\_\_ Airline: \_\_\_\_\_

Wheelchair/physically challenged accessible? ☐

What is your government travel credit card #? \_\_\_\_\_  
Expiration Date? \_\_\_\_\_

**NOTE:**

- 1. You must have a government travel card to use DTS.**
- 2. You must fill out and sign an Electronic Funds Transfer form and submit it to the Shared Services Travel Office before you can use DTS.**